

APPLICATION CHECKLIST

1. Is one **original single sided** application signed, unbound and binder clipped?
2. Is one **single sided** copy of the application unbound and binder-clipped?
3. Are **9 additional double sided** stapled copies of this application enclosed? (See Program Announcement, paragraph XII.)
4. Is the original copy of the SF 424 signed by an authorized representative of the applicant? (See Program Announcement, paragraph XII.A.1.)
5. Is the following information entered properly on form SF 424?
 1. Region ID in the Applicant Identifier box to the left of the dash and proposal number to the right of the dash if you registered your proposal, before sending it, through our Internet site at **<http://erp-web.er.usgs.gov>**.
 2. Title in box 11. If this is a collaborative proposal, is it clearly identified as such in the title? The correct format is: *Proposal Title: Collaborative Research (Names of Institutions Involved)*.
6. Are the original copies of the Certifications signed by an authorized representative of the applicant and included with the original application only? (See Program Announcement, paragraph XII.B.)
7. Have you limited the length of your application to 25 pages? (See Program Announcement, paragraph XII.)
8. Is your application assembled in the proper order? (See Program Announcement, paragraph XII.)
9. Is one copy of your organization's indirect cost rate agreement included with the **original** application only? (See Program Announcement, paragraph XII.F.10.)
10. Are continuation proposals submitted for renewal identified? (See Attachment F, line 10)
11. Are 7 copies of the NEHRP Proposal Information Summary (Attachment F), with the Abstract, and 1 page Budget Summary (Attachment E) included separately?
12. Are the proposals of all participants on a collaborative project enclosed in one package?

QUESTIONS?

For Technical issues:

Call or Email: USGS External Research Program
 703-648-6722 or 703-648-6724
 FAX: 703-648-6642
erp@usgs.gov

For Administrative issues:

Call or Email: Sherri Newman, Contracting Officer
 703-648-7485
 FAX: 703-648-7901
snewman@usgs.gov